

Minico High School

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Minico High School Attendance and Make-Up Time Policy

- Students will be required to attend, at a minimum, 90% of assigned school days.
- Students will be allowed to miss 6 days during a trimester, and 9 days during the semester.
- For students who have exceeded the allowable number of days, the school will calculate the number of hours that the student will be required to complete in order to receive credit for their coursework.
- A letter will be sent home to the students who have exceeded the 90% rule stating the number of hours they will be required to make-up.
- Students who exceed the 90% rules will be required to bring the letter back to the school with their parent signature acknowledging the need to make up time in order to receive credit.
- This letter must be submitted to the attendance office prior the student scheduling make-up time.
- During each semester there will be one week in which students can make up time. Students will be able to come one hour before school and two hours after school Monday through Friday and for 5/5 hours on Saturday. This will allow students to make up 20.5 hours of missed time per semester.
- Students requiring more make-up time must be granted permission from the attendance committee and will only be allowed to make up time during the already established Saturday School hours.
- Those students who are authorized to make up additional hours during the scheduled Saturday School sessions will be required to attend the entire 5.5 hour block regardless of how much time they owe. (ex. If they only owe 3 hours they are required to stay the entire 5.5 hours)
- If a student fails to schedule and complete make-up time during the scheduled sessions, they will lose credit for that class and a mark of "FA" (Failure due to Attendance) will be on their permanent transcript.

***Example: If a student has 13 absences in three different semester classes, they are only allowed to miss 9 days. They would have 12 hours of time to make up in order for credit to be granted (13 absences – 9 allowed absences = 4 class periods to make up. 4 class periods X 3 classes = 12 hours).